

AGENDA
BOARD OF SELECTMEN
November 23, 2010
7:00 p.m.
Town Building

Public Input

Chairman's Comments

Town Administrator's Report

Meeting Minutes

Visitors

7:10 p.m. Appointment of Stow rep for NRSD Audit Advisory Committee

7:15 p.m. Appointment of Veteran's Graves Committee member

7:20 p.m. Red Ginger liquor license

7:30 p.m. Joint Boards Meeting on Housing Production Plan (see below)

Action/Discussion

Appointment of Dispatch Supervisor

Advanced Life Support (ALS) services contract

Use of Selectmen's engineering funds for Lower Village study

Track Road public meeting discussion

Update on Harvard Acres water

Economic development discussion

Liaison Reports, if any

Correspondence

Adjournment

Posted 11/18/10

Correspondence

Town:

ZBA decisions on Plantation Apartments I and II comprehensive permit applications, rec'd 11/4

MSBA letter on school building reimbursement 10/21, rec'd 11/5

Quarterly Verizon PEG grant payment, rec'd 11/12 for

CC of request for public records by Stow Independent to elementary school project manager, rec'd 11/16

ZBA decision on auto inspection station at 124 Great Road, rec'd 11/17

CC of Planning Board memo to Coler & Colantonio on Lower Village survey, rec'd 11/18

Town of Clerk memo on Special Town Meeting (11/8/10) appropriations, rec'd 11/18

General:

Quarterly Comcast Connections newsletter

Boston MPO TransReport for Nov/Dec



Town of Stow
BOARD OF SELECTMEN

Stow Town Building
380 Great Road
Stow, Massachusetts 01775
(978) 897-4515 selectmen@stow-ma.gov Fax (978) 897-4534

NOTICE OF VACANCY

**NASHOBA REGIONAL SCHOOL DISTRICT
AUDIT ADVISORY COMMITTEE
One member**

Duties: The Audit Advisory Committee is made up of four individuals: one each selected to represent each town and one representative appointed by the School Committee. The Stow representative shall sit on the District Audit Advisory Committee, which oversees the annual audit of the School District and provide sufficient oversight to safe guard to the interests of the Town of Stow. Meets with the Superintendent and staff before and after the Audit to discuss results. The Committee is also responsible for recommending the audit firm to be used on a contractual basis.

Qualifications: Registered voter of Stow. Willingness to volunteer time to set scope of audit, meet and discuss the report, findings and recommendations. Appointee will also help follow up on the implementation of audit findings and recommendations. Meet with School Committee to report findings and recommendations. Experience with municipal finance, finance committee, and/or non-profit finance a plus.

Term: Appointment jointly by the Board of Selectmen and Finance Committee for a one-year term.

Application: The Board of Selectmen will accept letters of application until 5:00 pm on Wednesday, December 1, 2010.

Posted November 3, 2010

Stow Selectmen's Office

From: Charlie Kern [charlie.kern@verizon.net]
Sent: Thursday, November 18, 2010 1:28 AM
To: Spear, Laura; McLaughlin, Susan
Subject: Fw: Nashoba Regional School District Auditor

Below is Henry Hagopian's statement of interest in the NRSD Audit Advisory Committee.

Regards,
Charlie Kern

----- Original Message -----

From: Henry Hagopian
To: charlie.kern@verizon.net
Sent: Wednesday, November 17, 2010 10:43 PM
Subject: Nashoba Regional School District Auditor

Hello Charlie,

It was good to talk with you again. I am very interested in serving as the Stow representative. I believe my accounting and financial background are an ideal fit. I am currently Corp. Controller of Mass. based Organogenesis, Inc., a leading regenerative medicine company focused on wound healing and have overall responsibility for all the accounting functions including A/P, A/R, Payroll, General Ledger and Collections. In addition, I also have responsibility for our Global Purchasing function that sources \$35 million of annual spend. Prior to Organogenesis, I was responsible for all the corporate finance and treasury functions for Circor International, a \$700 mil. NYSE listed aerospace and industrial products company. Prior to that, I was assistant controller of Stratus Technologies in Maynard. I began my career at AT&T and later Lucent Technologies. I received my BS degree in Economics & Finance, Summa cum laude from Fairleigh Dickinson University in New Jersey. I went on to receive a Master of Science in Accounting from Boston College in 2004 and later an MBA also from BC in 2007. I am the parent of two children in the district at Hale Middle School, a daughter in 6th grade and a daughter in 8th grade.

Please let me know if you need anything further.

Regards,

Henry

----- Forwarded message -----

From: **Charlie Kern** <charlie.kern@verizon.net>
Date: Wed, Nov 10, 2010 at 7:09 PM
Subject: Nashoba Regional School District Auditor
To: "Hagopian, Henry" <henryh367@gmail.com>

Hello Henry,

The town of Stow needs an auditor for the Nashoba Regional School District. The auditor would serve with auditors from Bolton and Lancaster. My understanding is that this would involve a

11/23/2010

meeting or two and I wanted to know if you would consider it? If you want more detail about the time commitment you could also call Brian Burke, mobile: 508-282-9422.

Regards,

Charlie Kern, Board of Selectmen

978-897-7912



**Town of Stow
BOARD OF SELECTMEN**

Stow Town Building
380 Great Road
Stow, Massachusetts 01775
(978) 897-4515 selectmen@stow-ma.gov Fax (978) 897-4631

NOTICE OF VACANCY

**VETERAN'S GRAVES COMMITTEE
One Member**

Duties: Ordering of supplies, including metal Veterans' Grave markers annually as required for new Veterans' graves, appropriate size flags for annual replacement at all Veterans' graves in the three town cemeteries, and other flags to be handed out at the Memorial Day Parade; coordinating annual replacement of all flags at Veterans' graves and on soldiers' monuments in both town cemeteries; and supporting Memorial Day Parade planning as required, including attending planning meetings, usually two (2) per year. Must be able to see duties through to completion and manage to a budget.

Qualifications: Registered voter and veteran of Stow.

Term: Appointment by Board of Selectmen for one year.

Application: Letters of application will be accepted by the Selectmen until 5 p.m. Wednesday, November 3, 2010.

Posted October 6, 2010

Stow Selectmen's Office

From: Stow Selectmen's Office [selectmen@stow-ma.gov]
Sent: Thursday, October 28, 2010 10:56 AM
To: Jeff Lance; Moseley
Subject: RE: Veteran's Graves Committee

Good morning, gentlemen.

Jeff,

Here is a letter of interest from Phil Moseley to serve on the Veterans' Graves Committee. George recommended to Phil that he apply.

Phil suggests that he meet with the committee as the next step. I'll leave it to you to arrange this at everyone's convenience. In the meantime, I have logged in Phil's application as within the posting period and will look forward to hearing back from you both.

Phil,

Many thanks for your interest. Hope all is well.

Best regards,
Susan

Susan McLaughlin
Phoebe Haberkorn
Selectmen's Office
Town of Stow
978-897-4515

-----Original Message-----

From: Moseley [mailto:stowfarm@comcast.net]
Sent: Wednesday, October 27, 2010 2:17 PM
To: selectmen@stow-ma.gov
Subject: Veteran's Graves Committee

This note is from Philip Moseley, 32 Maple Street

The purpose of this note is to inform you of my interest in pursuing the posted one year vacancy on the subject committee.

I have read the "Notice of Vacancy" and I do meet the qualifications; however, before making a commitment, and in order to allow the current committee members to size me up, and also for me to have a more complete understanding of the duties and responsibilities of serving, I would appreciate the opportunity to meet with the committee.

If you would care to consider my application, I would appreciate your assistance with this matter.

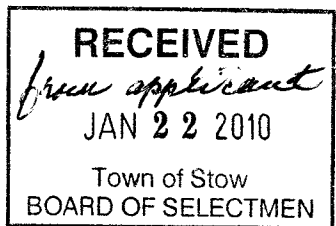
Regards,

Philip Moseley

10/28/2010

THE COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL COMMISSION

FORM 43



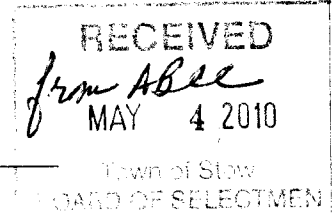
1246-0016
License Number

Stow
City/Town

60083/16/2010
Date

Type of Transaction (Please check all relevant transactions)

- ☒ New License
☐ Transfer of License
☐ Change of Manager
☐ Transfer of Stock
☐ New Officer/Director
☐ Change of Location
☐ Alter Premises
☐ Pledge of License
☐ Pledge of Stock
☐ Other



MPY Restaurant, Inc.
Name of licensee

27-1545851
FID of Licensee

Red Ginger Restaurant
D/B/A

Yi Jin Yang
Manager

NEW LICENSE

117 Great Road 01775
Address: Number Street Zip Code

Annual All Alcohol Restaurant
Annual or Seasonal Category: All Alcohol, Wine & Malt Type: Restaurant, Club, Package Store, Inn, General on Premise, Etc.

Description of Licensed Premises:

First floor premises consisting of approximately 5,275 square feet containing a dining room and kitchen area. Entrance in the front with egress in the rear of the building.

Application was filed: 1/22/10 Noon
MAR 22 2010 Date & time

Advertised: 2/3/10 + 3/3/10
APR 30 2010 Date & Publication
Abutters Notified ☒ Yes ☐ No

Person to contact regarding this transaction:

Name: Peter Lim, Esq.
Address: 65 Harrison Avenue, Suite 407, Boston, MA 02111
Phone #: 617-451-3441

Quota OK

Remarks:

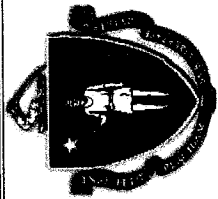
The Local Licensing Authorities

By: [Signatures]
[Signatures]

Alcoholic Beverages Control Commission

Executive Director

Remarks: [Stamp: APPROVED]



The Commonwealth of Massachusetts

Town of Stow

RECEIVED

NOV 23 2010

MASSACHUSETTS
DEPARTMENT OF
PUBLIC SAFETY

New and Renewal Certificate of Inspection

In accordance with 780 CMR, Chapter 1 (The Seventh Edition of the Commercial Massachusetts State Building Code) and Chapter 304 of the Acts of 2004 (an Act to further enhance fire and life safety), this certificate of inspection is issued to the premise or structure or part thereof as herein identified.

Issued to	Identify Name of Establishment				Certificate No.	
	Red Ginger Restaurant				4C -2010	
Located at	Identify property address including street number, name, city or town and county				Certificate Expiration	
	117 Great Road, Stow, Massachusetts, Middlesex County				November 23, 2011	
Use Group Classification(s)	Basement	First Floor	Second Floor	Third Floor	Fourth Floor	Other
		Assembly A-2 Dining Area Sushi Bar				
Allowable Occupant Load		94				

This *certificate of inspection* is hereby issued by the undersigned to certify that the premise, structure or portion thereof as herein specified has been inspected for general fire and life safety features. This certificate shall be framed behind clear glass and\ or laminated and posted in a conspicuous place within the space as directed by the undersigned. *Failure to post or tampering with the contents of the certificate is strictly prohibited.*

Name of Municipal Fire Chief	Chief Michael McLaughlin	Name of Municipal Building Commissioner	Craig D. Martin	Date of Inspection	November 23, 2010
Signature of Municipal Fire Chief		Signature of Municipal Building Commissioner		Date of Issuance	November 23, 2010

**AGENDA
JOINT BOARDS
November 23, 2010
7:30 p.m.
Town Building**

Joint meeting of the following boards:

Community Preservation Committee
Council on Aging
Finance Committee
Housing Authority

Municipal Affordable Housing Trust
Planning Board
Selectmen
Zoning Board of Appeals

- Presentation of draft Town of Stow Housing Production Plan 2010* by Stow Municipal Affordable Housing Trust and Karen Sunnaborg, consultant
- Determine next steps and responsibilities

Posted 11/18/10

* Copies of the Housing Production Plan are available on the home page of Town of Stow website under "News and Announcements" and from the Board of Selectmen's Office.

The Stow Municipal Affordable Housing Trust has completed work on a Housing Production Plan for Stow. This Town of Stow Housing Production Plan (HPP) offers an updated and expanded version of the Housing Plan that was completed in 2002 under the state's Executive Order 418, which was approved by the state, but expired in December 2008.

An HPP is a community's proactive strategy for planning and developing affordable housing. This Plan suggests a range of options to meet pressing local housing needs, as identified in its Housing Needs Assessment, and enables Stow to come closer to meeting the state 10% affordable housing threshold by presenting a proactive housing agenda of town-sponsored initiatives.

for 11/23 mtf

Stow Selectmen's Office

From: TownAdministrator [TownAdministrator@stow-ma.gov]

Sent: Tuesday, November 09, 2010 9:35 AM

To: Mark H. Trefry

Cc: Susan McLaughlin

Subject: RE: Dispatch Supervisor Position

Mark, this is sufficient. Susan, would you add this to the next selectmen's meeting. Thanx, Bill

-----Original Message-----

From: Mark H. Trefry [mailto:stowchief@comcast.net]

Sent: Tuesday, November 09, 2010 8:55 AM

To: bill wrigley

Cc: Mark H. Trefry - Chief of Police

Subject: Dispatch Supervisor Position

Mr. Wrigley,

Since Sherry Morton-Pelly has resigned, we no longer have a dispatcher designated as the Dispatch Supervisor. I request permission to assign this duty to Dispatcher John Fantasia. He is the most Senior Dispatcher and is willing to take on the added responsibility. Designating someone in dispatch as the Supervisor is important to me. It clearly designates a contact person for the Fire Chief and me. A dispatcher designated to take care of issues within dispatch, seeing the shifts are filled, equipment and supplies are in place and training of new dispatchers etc. I have spoken to the other two dispatchers, Jon Butler and Darlene Trefry. Jon Butler is interested in being the Supervisor but understands that John Fantasia has Seniority. Darlene is fine with it. The Dispatch Supervisor receives a 10% pay increase. Article XVIII Special Assignments allows me to designate someone to hold this position with the approval of the Board of Selectmen. Please let me know if I need to write an official request to the Board of Selectmen or if this email is sufficient. Thank you.

Regards,
Mark

11/9/2010

RECEIVED

NOV 17 2010

BOARD OF SELECTMEN



Town of Stow
PLANNING BOARD

380 Great Road
Stow, Massachusetts 01775
(978) 897-5098
FAX (978) 897-2321

November 16, 2010

Mr. Kenneth J. Caputo
Coler & Colantonio, Inc.
101 Accord Park Drive
Norwell, MA 02061

Re: Lower Village Proposal for Consulting Services

Dear Mr. Caputo,

I am pleased to inform you that the Planning Board voted to accept your proposal for Lower Village Consulting Services, subject to available funding and the Town Administrator's review of the terms and conditions of the proposal.

I expect that we will be able to ascertain the funding sources for this project over the next two weeks and will be in touch shortly thereafter.

We look forward to working with you on this first step in our overall goal to create a safe pedestrian friendly village.

Sincerely,

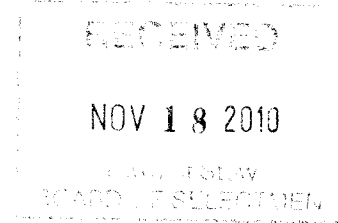
Karen Kelleher
Planning Coordinator

Cc: William Wrigley, Town Administrator
Michael Clayton, Superintendent of Streets
~~Board of Selectmen~~



Town of Stow
PLANNING BOARD

380 Great Road
Stow, Massachusetts 01775
(978) 897-5098
FAX (978) 897-2321



November 18, 2010

Mr. Kenneth J. Caputo
Coler & Colantonio, Inc.
101 Accord Park Drive
Norwell, MA 02061


Re: Lower Village Proposal for Consulting Services

Dear Mr. Caputo,

Enclosed please find Stow's Standard Contract for Survey and Design Services for Stow Lower Village. Please complete and return at your earliest convenience so that I may obtain the necessary Stow signatures.

As discussed, we are in the process of ascertaining funds for this project. As of this date, we have confirmation on sufficient funds for Phase I (Survey Service). As indicated in your email of November 16, 2010, it is our understanding that you would like to start the field survey the week after Thanksgiving so that Coler & Colantonio has every opportunity to begin work before snowfall. At this time, the Town can only commit to incur costs in the amount of \$13,569.50 for Phase I. Please sign the statement below, indicating that you agree to commence with Phase I at a cost not to exceed \$13,569.50 (\$14,150.00 minus incentive discount of \$580.00) as outlined in your proposal and that Phase II will not commence until and unless you receive written notification that funds are available.

Sincerely,


Karen Kelleher
Planning Coordinator

=====

I, _____ of Coler and Colantonio, Inc., hereby agree to commence Contractor with Phase I of the Stow Lower Village Proposal at a cost not to exceed \$13,569.50 (14,150.00 minus incentive discount of \$580.00) as outlined in the Lower Village proposal and that Phase II will not commence until and unless I receive written notification that funds are available.

Authorized Signature for Coler & Colantonio, Inc.

Date _____

cc: William Wrigley, Town Administrator
Michael Clayton, Superintendent of Streets
Board of Selectmen